

16 April 1982

MEMORANDUM FOR:

Chairman, Office of Logistics Safety and Health Committee

FROM:

Chief, Plans and Programs Staff, OL

SUBJECT:

Annual Occupational Safety and Health Report

REFERENCE:

Memorandum from Chief, Safety Staff/DDA, to D/L, dtd 2 Apr 82, same subject (OL 2 1547)

1. The referent forwarded the guidelines to be used in the CY 1982 Annual Occupational Safety and Health Report. The reporting format is basically the same as used this year, i.e., the questionnaire, and is attached. It is suggested that copies of the questionnaire be provided to members of the Committee for their use during 1982. The completed questionnaire should be forwarded to this Staff by 22 February 1983 to meet the 1 March 1983 date imposed by SS/DDA.

2. For your information, the Office of Security had some questions regarding OL's 1981 Annual Report. The questions from the Security Staff and responses provided by this Staff follow:

a. Question - The Agency's Annual Report for 1980 to the Secretary of Labor listed four of the eight goals reported by OL. OL's report for 1981 made no reference to any of the four goals. Were they completed? (The four goals in question are at Attachment B which is an extraction from the Agency's 1980 Annual Report.)

Response -

Goal 1 - A contract was awarded and work commenced in the summer of 1981 and is continuing.

Goal 2 - Completed.

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Goal 3 - All four forklift training courses were completed. Two of the three CPR courses were completed due to the unavailability of the mannequin.

Goal 4 - This goal was not completed in 1981 due to lack of funding. The fire extinguishers are currently scheduled for replacement as follows: 10 this FY, 10 in FY 83 and 8 in FY 84.

b. Question - The answers to questions 26 and 27 are unacceptable. When does the Committee meet and what reports/minutes are written?

Response - The OL Safety Committee meets "as required" as a result of reports from Safety Officers at the Office level and Security Staff. Minutes are written and submitted to the Director of Logistics and/or Office of Security as required.

c. Although our responses appeared to be satisfactory to OS, OL goals for 1982 are not as extensive as they have been in the past. Maybe the Committee should consider holding at least one meeting per year, during which the Annual Report can be reviewed and goals for the following year established.

3. If we can provide assistance, please don't hesitate to contact this Staff on extension

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Att

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